



Department of Housing and Community Development

OCTOBER 9, 2009

NOTIFICATION OF VACANCY

**ACCOUNTANT
(Financial Services Specialist I)**

POSITION #00365

LOCATION:

**DHCD
600 E. Main Street
Richmond, VA 23219**

HIRING RANGE:

\$32,000 - \$45,000 Annually

DUTIES AND RESPONSIBILITIES:

The Virginia Department of Housing and Community Development (DHCD) is seeking an individual to provide activities related to accounts payable including processing grant payments to localities and non-profits from various federal stimulus programs and existing grants, vendor payments, travel, ATV, and Internal Agency Transfer (IAT). Other duties include maintaining computerized ledgers and spreadsheets for internal reporting; assisting in preparing deposit of funds; records retention; and reviewing CARS error files.

QUALIFICATIONS GUIDE:

Working knowledge of state accounting policies and procedures, generally accepted accounting principles and practices. Demonstrated ability to apply procedures to agency fiscal needs and to assemble data needed for fiscal reports. Experience applying and adapting accounting principles, preparing, analyzing and reconciling reports and statements. Ability to understand and develop effective internal control systems in a financial processing environment. Knowledge of state automated accounting systems including CARS and FINDS. Proficient skills in the use of a PC and appropriate software to develop spreadsheets, manage financial data and produce reports. Ability to communicate effectively both orally and in writing. Degree in business management, public administration, accounting, finance or related field is preferred or equivalent combination of training and experience.

THIS POSITION IS FUNDED BY THE AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) AND WILL EXPIRE WHEN GRANT FUNDING IS NO LONGER AVAILABLE.

TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON-LINE EMPLOYMENT SYSTEM <https://jobs.agencies.virginia.gov> BY Friday, October 23, 2009 5:00 p.m. EST.

For additional information please contact our Human Resource Office, at (804) 371-7000

An Equal Opportunity Employer

Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.